

**Executive Council
Minutes
Tuesday, January 12, 2021
Via Zoom -9:30 a.m.**

College Vision: **Learning today, transforming tomorrow.**

SUNY Broome Mission: SUNY Broome Community College supports all members of the learning community by creating access to inclusive, diverse educational experiences. Success is achieved through the provision of innovative academics, transformative student support, and meaningful civic and community engagement.

Institutional Values: **INQUIRY, RESPECT, INTEGRITY, TRUST, EQUITY**

Members Present: Dr. Kevin Drumm, Dr. Carol Ross-Scott, Dr. Penny Haynes, Lynn Fedorchak, Michael Sullivan, Jesse Wells, Dr. Kim McLain, Diana Lenzo
Others Excused: Nick Brey

EMMO Update

Mr. Brey was absent due to attendance at a County Meeting. Dr. McLain reported there are 1478 active cases with more cases in the outlying areas versus the City of Binghamton.

Student Success

The Enrollment Newsletter was distributed. Enrollment is down 17% overall. Without Health sciences enrollment numbers, enrollment is down approximately 25%. There was a steady stream of students yesterday for final registration week. There are targeted marketing campaigns. EAB is suggesting market segments, targeting the adult market.

Communication

Broome County wants to use the Ice Center as a vaccination site. Dr. Drumm will add this to his campus update. Dr. Ross-Scott asked about the protocols. There seems to be some questions of how this will roll out.

Action Items

Personnel - approved.

PAR 2021-04 FT Adjunct Health Studies
PAR 2021-05 FT Adjunct Nursing

Policy and Procedures

Items Pending Review/Edits

GO1001 College Governance/Presidential Authority - still pending legal feedback from the County. Dr. Drumm had some additional edits.

Updates/Information Items

Institutional Effectiveness

Dr. McLain continues to focus on finalizing the self-study draft, COVID supplement and verification of compliance report. The self-study draft is now down to 100 pages and is under review by Dr. Haynes for any further refinements. The APS Broome Team is continuing to work on implementation of Academic Performance Solutions and is working on using the annual program health check APS created to finalize filters and validate data within the system.

Finance and Facilities

Bonadio auditors have starting auditing the 2019-2020 FY. Because of Covid and state/local dynamics most audits by independent auditors are running behind. The audit may be ready by March or April. Finance is spending time this week updating the budget forecast for the report to the board. He will also be including a Cash Flow for the rest of fiscal year.

Student Development and Diversity Update

DOS Cordisco and Dr. Ross-Scott met with UHS to solidify the contract for the College Nurse. They were able to reduce the cost of that contract significantly because the Nurse practitioner is only needed 10 hours a week. UHS will also be working with the college for an athletic trainer. It has been part of the contract but never been billed for it. Dr. Ross-Scott is working with the housing group. There are 168 students assigned with 24 pending, the budget goal is 200. She is working through the list of students with the intervention specialist and reaching out to the students, especially those that didn't do well in the Fall and to get them back on track. She met with Mr. Manning and Ms. Rodriguez to discuss strategies to engage with the students of Eagle Academy.

Academic Affairs Update

Dr. Haynes reported that an ILO was developed with PTODI and the Gen Ed committee and the ILO will now be discussed at all the divisions. The APS system is almost fully implemented. This will help develop an academic master plan and micro-credentialing. The new workforce director, Danielle Britton, starts next Tuesday. Dr. Haynes is focusing extensively on classes and load issues. The CircleIn app should be prepared for students for the spring semester. Dr. Haynes is working with Mr. Brey to get a clear message out to faculty to have students utilize the campus clear app for self-testing.

Human Resources Update

Ms. Fedorchak reported HR is in the process of finalizing HR search for Staff Assistants.

Other

Dr. Drumm had some discussions with Empire State College about having a representative on our campus.

**The Next Executive Council meeting is scheduled for Thursday, January 14, 2021
Via Zoom at 11:00 a.m.**